

# **TABE Online Quick Start Guide**

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# TABE Online Quick Start Guide

## Logging In

This is the first step to access the TABE Online system.

The screenshot shows the 'User Login' page of the CTB ONLINE Assessment System. The page has a header with the CTB logo and the text 'ONLINE Assessment System'. Below the header, there is a 'User Login' section with a red box around the 'Username:' and 'Password:' input fields and a 'Log In' button. To the right of the login form is an 'About Your Privacy' section with links to 'Read our Privacy Policy' and 'Review COPPA Policies and its requirements for parental consent to collect or use personal information concerning children.' Below the login form is a 'Forgot Your Password?' section with instructions on how to reset a password. At the bottom of the page, there is a copyright notice: 'Copyright © 2012 by CTB/McGraw-Hill LLC. All rights reserved. Subject to Terms of Use. Read our Privacy Policy Online. Review COPPA Policy.'

Enter your username and password in the boxes.

**First time users** will be asked to change their password on the next screen. This new password must be at least six letters/numbers with no spaces or special characters.

In addition, new users will be asked for a hint question in case a password is forgotten. This is a very useful tool and we strongly suggest users choose a question and answer they can easily remember.

## Add a User

Users are local site personnel who will need access to this system. Only authorized users should be added, and users should be deactivated immediately if their affiliation or employment ends.

The screenshot shows the 'Groups' tab of the CTB ONLINE Assessment System. The 'Manage Users' link is highlighted with a red circle. Below the 'Manage Users' link, there is a 'My Sessions' section with a 'Group Selector' dropdown menu showing 'AA - TASC Demo Customer'. To the right of the 'Group Selector' is a 'Session List' table with columns for 'Session Name' and 'Test Name'. The table contains two rows of data: 'Fall High School Studv -Arif' and 'Fall High School Stu'.

Hover your mouse over the Groups tab, and a drop-down list will appear. Click on Manage Users.

A new screen will open.

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You may see a number of choices in the Group Selector. If so, click on the group or site the new user should be associated with. This may make it easier to determine if your user already exists in the system.

You may also find that there are no users. In either case, to add a user simply click on the + icon in the bottom left corner of this box.

**Add User**

Enter information about the user in the form below. Required fields are marked by a blue asterisk \*. Use the group selector on the right to assign at least one group for the user. Although Email is not required, it is recommended that a valid email address be entered.

**1** **User Information**

- \* First Name:
- Middle Name:
- \* Last Name:
- Email:
- \* Time Zone:
- \* Role:
- External User Id:
- \* Group: [BCC](#)

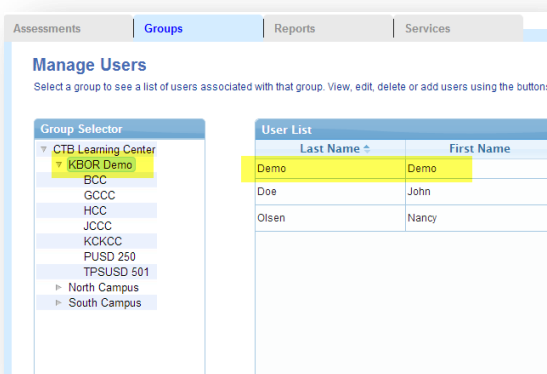
**2** **Group Selector**

- CTB Learning Center
  - KBOR Demo
    - ☒ BCC
    - ☐ GCCC
    - ☐ HCC
    - ☐ JCCC
    - ☐ KCKCC
    - ☐ PUSD 250
    - ☐ TPSUSD 501
  - North Campus
  - South Campus

**Contact Information**

After clicking the + button, a new window will pop up.

1. Enter the new user's information. Be sure to include this person's email address – it makes password recovery a lot easier.
2. Be sure to put a check in the box next to the group to which this user belongs.



The new user is now established in the system. They will be notified automatically if you entered their email address.

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## View/Edit/Delete a User

This section will help you add, find and edit users. Depending on your permission level within the system, you may not be able to find people who aren't part of your specific group. Please check with your Test Center Administrator if you have questions or are unable to find someone.

Note that it is critical to deactivate/remove those whose employment or involvement with your TABE Test Center has ended. User information is sensitive, and your site's prompt attention will help ensure security for all.

To get to the correct screen, take the same initial steps as above by clicking on the following:

1. ★ Groups tab
2. ★ Manage Users (drop down list)
3. ★ Group Selector (choose the group you are interested in)

The screenshot shows the CTB ONLINE Assessment System interface. The top navigation bar includes 'Assessments', 'Groups' (marked with a red star), 'Reports', and 'Services'. The 'Groups' tab is active, showing a 'Manage Users' dropdown menu (also marked with a red star) with options: 'Manage Students', 'Manage Users' (marked with a red star), and 'Manage Hierarchy'. Below this is a 'Group Selector' list with a tree view showing 'CTB Learning Center' expanded, containing 'KBOR Demo' (marked with a red star), 'BCC', 'GCCC', 'HCC', 'JCCC', 'KOKCC', 'PUSD 250', and 'TPSUSD 501'. Below the tree are 'North Campus' and 'South Campus'. To the right is a 'User List' table with columns 'Last Name' and 'First Name'. The first row shows 'Mason' and 'Pat'. Below the table is a row of action buttons: a plus sign (+), a pencil (edit), a trash can (delete), a magnifying glass (search), and a circular arrow (refresh). Below the screenshot, each button is shown in a separate box with its corresponding label: '+ Add User', 'pencil Edit User', 'trash Delete User', 'magnifying glass Search User', and 'circular arrow Refresh'.

Last Name	First Name
Mason	Pat

+

Add User

pencil

Edit User

trash

Delete User

magnifying glass

Search User

circular arrow

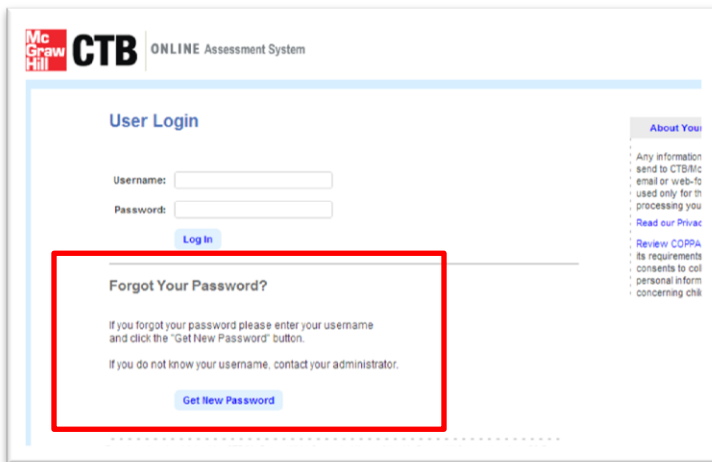
Refresh

To use any of the functions listed above, simply highlight the user you wish to edit and click the appropriate button. To search for a user you can just click on the magnifying glass and a search window will appear. **USE CAUTION WHEN DELETING USERS.**

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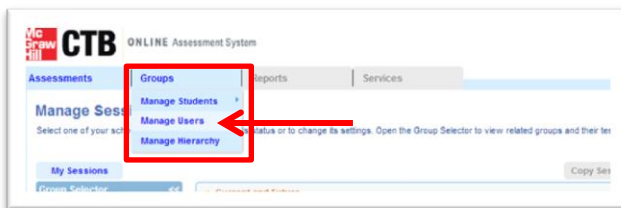
## Change User Password

Users can change their own password by going to OAS.ctb.com and clicking the Get New Password button. The system will ask them the answer to their hint question and then it will ask for their email address. Sometimes users forget this information, in which case an administrator can help through the following route:

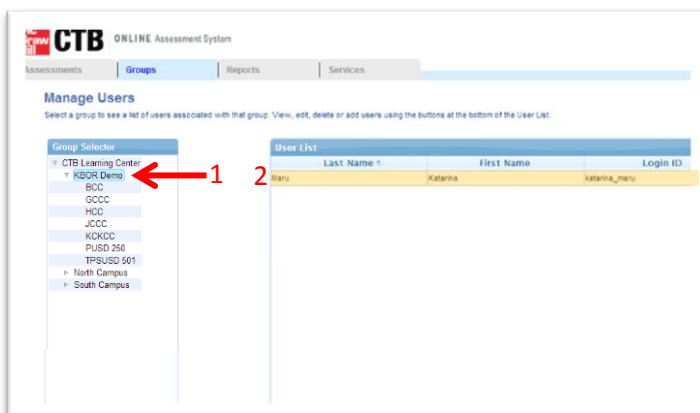


Here is where a user can retrieve their own password. If a user's email is not listed in their account, the system will be unable to send them their new password and they may need administrative help.

If a user needs an administrative password reset, the local site administrator should take the following steps:



After logging into the system, find the user by hovering over Groups. Next, click on Manage Users



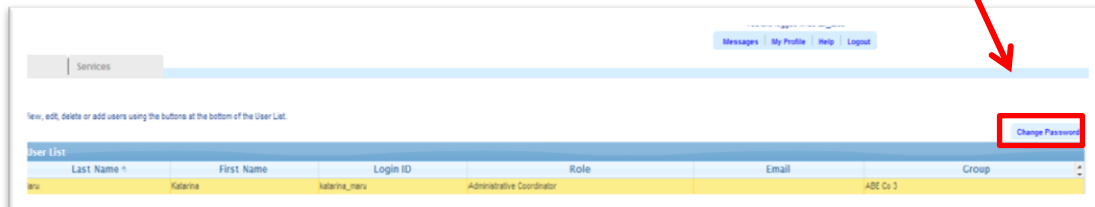
1. In the Group Selector box, drill down to the group in which this user can be found. Highlight this group.

2. Highlight this person's name by clicking on it once

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## Change User Password (Cont.)

On the far right side of your screen you will see a Change Password box. Click this.



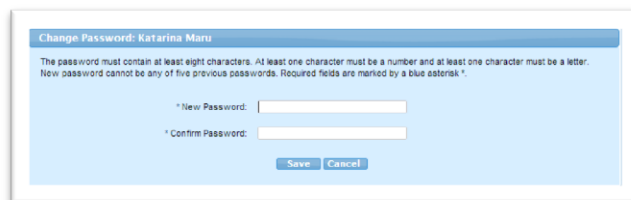
Services

Messages | My Profile | Help | Logout

New, edit, delete or add users using the buttons at the bottom of the User List.

Change Password

User List	Last Name *	First Name	Login ID	Role	Email	Group
Mr.	Katarina	Katarina Maru	Administrative Coordinator			ABE Co 3



Change Password: Katarina Maru

The password must contain at least eight characters. At least one character must be a number and at least one character must be a letter. New password cannot be any of five previous passwords. Required fields are marked by a blue asterisk \*

\* New Password:

\* Confirm Password:

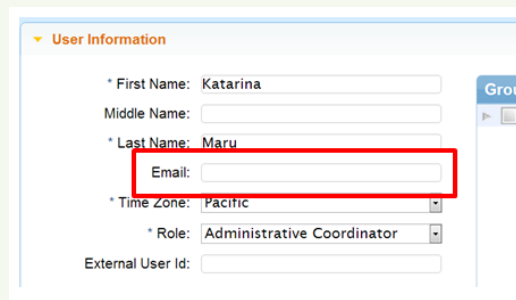
Save Cancel

A new popup will appear – type in the user’s new password here. It must be at least eight characters long and contain at least one number and one letter. Let the user know their new password. (If the user’s email address is in the system they will automatically receive an alert with their new password.)

OPTIONAL: If you have this user’s email address, it’s a good idea to enter it into their profile now. Simply highlight their name (see above) and either double click it or use the edit button at the bottom of the user list.



This will give you access to a field into which you can type their email address – it’ll be much easier for them to retrieve their password if they lose it again!



▼ User Information

\* First Name: Katarina

Middle Name:

\* Last Name: Maru

Email:

\* Time Zone: Pacific

\* Role: Administrative Coordinator

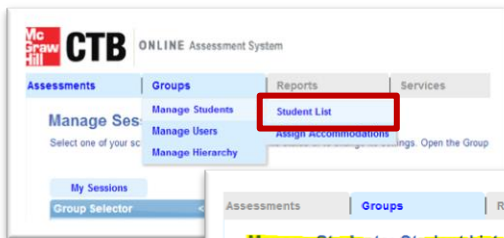
External User Id:

Group: ABE Co 3

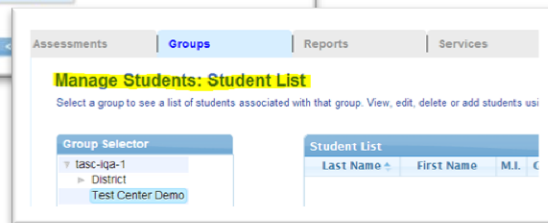
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## Add an Examinee

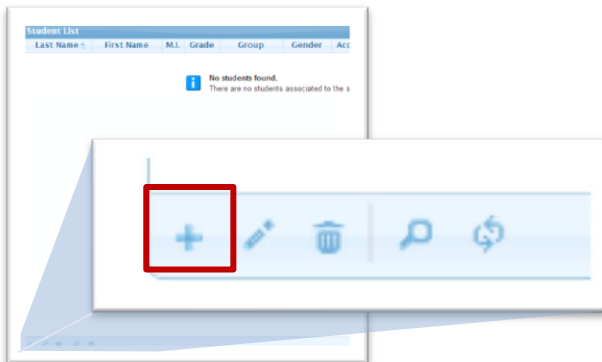
Examinees can be loaded individually or in bulk. These instructions are for individual loads.



Hover over groups, and then move through Manage Students and into Student List.



You will now be in the Manage Students screen.



The bottom of the box contains the “edit” panel. Click the + to add an examinee.

**Add User**

Enter information about the user in the form below. Required fields are marked by a blue asterisk \*. Use the group selector on the right to assign at least one group for the user. Although Email is not required, it is recommended that a valid email address be entered.

**User Information**

\* First Name:   
Middle Name:   
\* Last Name:   
Email:   
\* Time Zone:   
\* Role:   
External User Id:   
\* Group: [KROB Demo](#), [GCCC](#)

**Group Selector**

- CTB Learning Center
  - KBOR Demo
    - BCC
    - ☒ GCCC
    - HCCC
    - JCCC
    - KCKCC
    - PUSD 250
    - TPSUSD 501
    - North Campus
    - South Campus

**Contact Information**

A new window will open. From here you can fill in the examinee’s name, birthday, etc.

You must also assign this examinee to a group. Please choose the appropriate group under Group Selector.

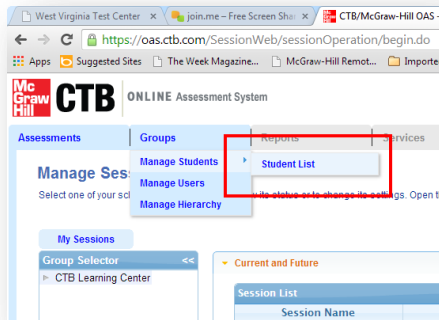
Enter additional details in the Contact Information section. This section is optional.

Click Save. The examinee is now entered into the online assessment system.

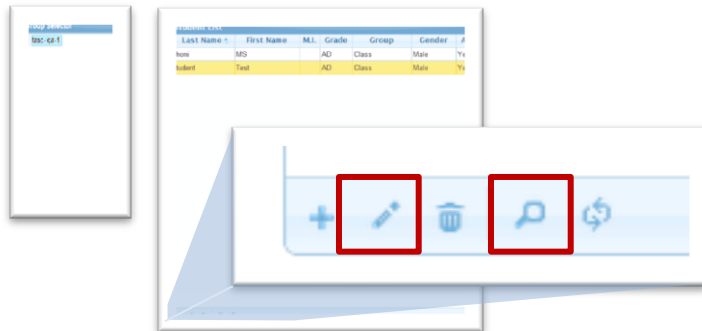
# TABE Online Quick Start Guide

## View/Edit/Delete an Examinee

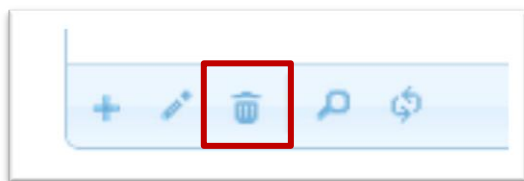
Editing and deleting examinees must be done with great caution and with full agreement of the Test Center Coordinator.



Hover over groups, and then move through Manage Students and into Student List.



View Examinee: On the left side of the screen is the Group Selector box. Click on the group in which the examinee resides. The Student List box will open and you can scroll through the list until you find the examinee, or you can search by clicking on the magnifying glass at the bottom of the screen. Once you find the examinee, either double click on his or her name, or highlight the name and click the pencil icon. The Edit Student pop-up will appear and you will now be able to edit this



Deleting an examinee should only be done with caution. Follow the above instructions, highlight the examinee's name, and click on the trash can icon.



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## Selecting Accommodations

Relatively few TABE examinees will require an accommodation but for those who do, there are a few extra steps to take in the registration process. These steps may be taken during initial examinee registration, or they may be taken after the examinee is already in the system.

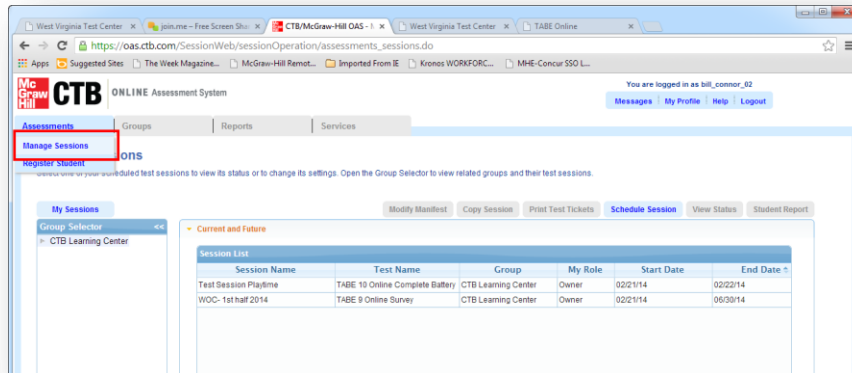
If you are registering the examinee for the first time, you may take this added step as part of their initial registration process. If an examinee is already registered in the online system, simply find the examinee, highlight his or her name, and edit their profile.

The screenshot shows the 'Add Student' form in the TABE Online system. The form is titled 'Add Student' and includes instructions: 'Enter information about the student in the form below. Required fields are marked by a blue asterisk \*. Use the group selector on the right to assign the student to at least one group.' The form is divided into sections: 'Student Information', 'Additional Student Information', and 'Specific Accommodations/Student Tools'. The 'Specific Accommodations/Student Tools' section is highlighted with a red box. This section contains a list of accommodations with checkboxes and a 'Preview' button. The accommodations listed are: 'Allow Screen Reader' (Program reads certain text blocks and/or image labels aloud), 'Online calculator' (A calculator is provided for all test questions allowing a calculator as an accommodation), 'Test Pause' (Allow student to pause test for rest breaks), 'Untimed Test' (Eliminate automated time limits. Test untimed or timed locally), 'Color and Font' (Change screen colors and/or font size), 'Question settings' (Background: White, Font Color: Black), and 'Answer settings' (Background: Light yellow, Font Color: Black). The 'Preview' button is located at the bottom right of the form.

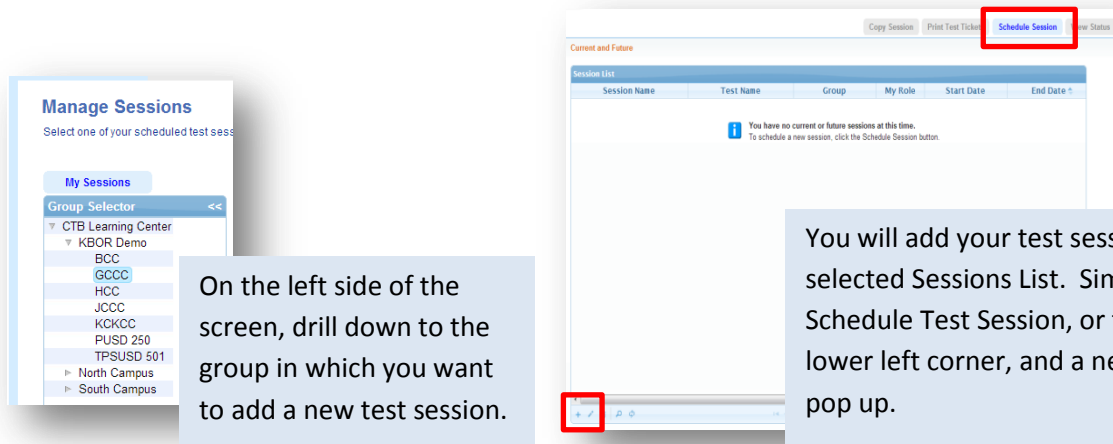
Accommodations are listed below the examinee's information. Simply check the boxes for the specific accommodation needed.

# TABE Online Quick Start Guide

## Set Up Test Sessions

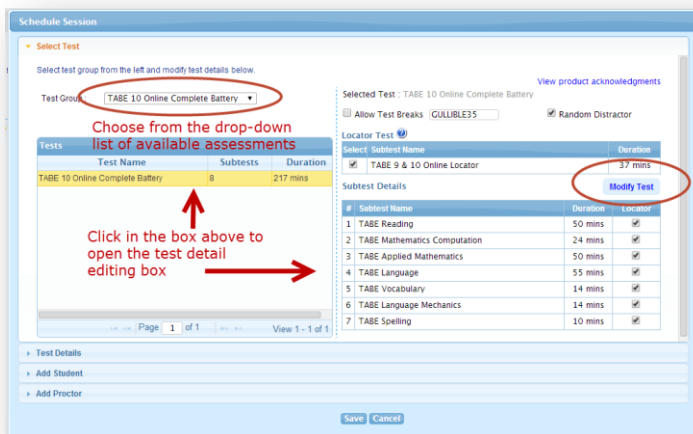


Go into the Manage Sessions screen. If you aren't taken there immediately upon logging in, hover over the Assessments tab and click on "Manage Sessions"



On the left side of the screen, drill down to the group in which you want to add a new test session.

You will add your test session into the selected Sessions List. Simply click on Schedule Test Session, or the + in the lower left corner, and a new box will pop up.



1. Click in the Test Group drop-down box and choose the subtest you want.

2. Next, click on the test name (highlighted in yellow)

3. On the right side of the screen you can now choose which subtest(s) to include by clicking Modify Test.

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Schedule Session

Select Test

Select test group from the left and modify test details below.

Test Group: TABE 10 Online Complete Battery

Selected Test: TABE 10 Online Complete Battery

View product acknowledgments

Allow Test Breaks: GOJBERRY23

Random Distractor: ☒

Locator Test: ☒

Select Subtest Name

Test Name: TABE 10 Online Complete Battery

Subtests: TABE Reading, TABE Language, TABE Vocabulary, TABE Language Mechanics, TABE Spelling

Duration: 37 mins

Modify Test

You may change the order in which the subtests will be presented for testing, remove subtests from the test, or re-select them from the Available Subtests list. For tests that do not include the Locator Test, you may also select the difficulty level for each subtest.

Available Subtests

TABE Reading

TABE Language

TABE Vocabulary

TABE Language Mechanics

TABE Spelling

Selected Subtests

TABE Applied Mathematics

TABE Mathematics Computation

Move Up

Move Down

OK

Cancel

Choose subtests by highlighting those you wish to include/exclude and moving them to the appropriate box.

Schedule Session

Reading, Language, Mathematics Computation and Applied Mathematics must be included for this test to qualify for a total score.

Select Test

Test Details

\* Test Session Name: TABE 10 Online Complete Battery

\* Start Date: 02/21/14

\* End Date: 02/22/14

\* Time Window: 12:00 AM - 8:00 AM - 5:00 PM - 11:45 PM

Time Zone: (GMT-06:00) Central Time (US and Canada)

Test Location:

\* Group may view: CTB Learning Center

Add Student

Add Proctor

Save

Cancel

After modifying your test session, continue through the template

1. Test Details allow you to input or change the session name, start/end dates, time, etc.

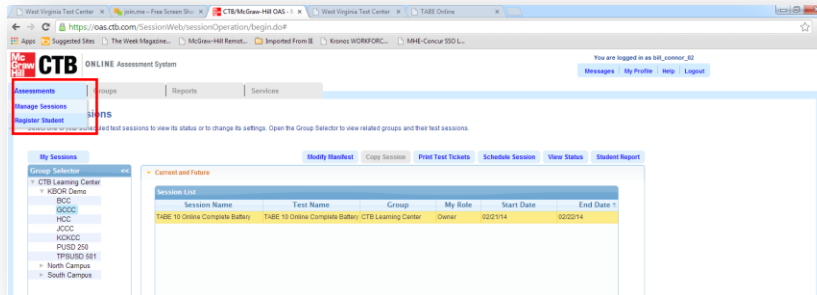
2. Add Student allows you to add an examinee – NOTE this examinee must already be entered into the system. To add an examinee, please see the “Add an Examinee” instructions.

3. Add Proctor allows you to add a proctor, who will only be able to access minimal information in the system. This step is optional.

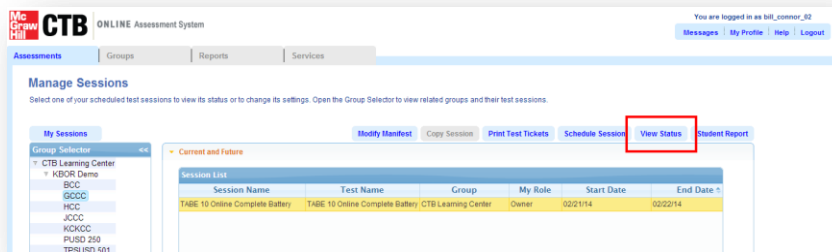
# TABE Online Quick Start Guide

## View Test Session

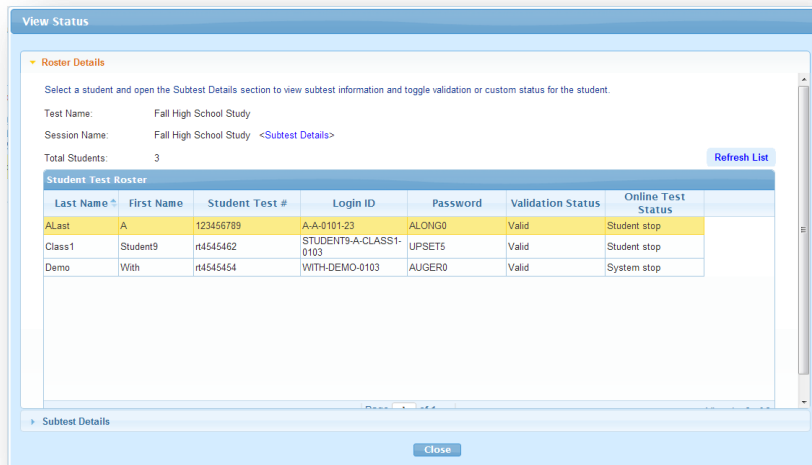
You can check on examinee progress through this screen.



Go into the Manage Sessions screen. If you aren't taken there immediately upon logging in, hover over the Assessments tab and click on "Manage Sessions"



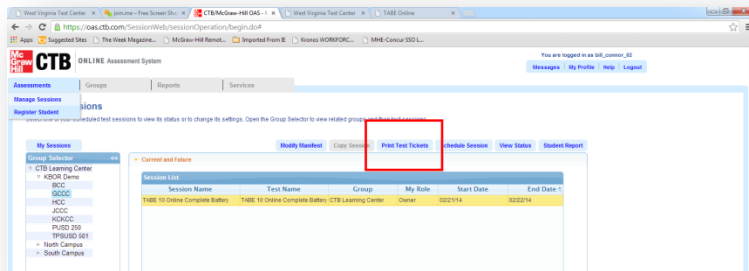
Click and highlight on the session you wish to view, and then click "View Status".



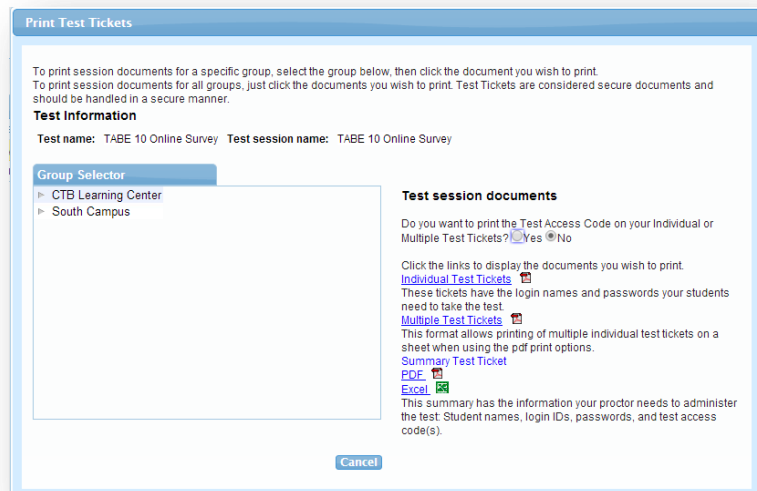
The View Status window will pop up. Here you will be able to view the status of everyone in that particular test session.

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## Print Test Tickets



Click and highlight the session name for which you want to print test tickets. Next, click the Print Test Ticket button.



The popup will give you the choice of which test session document to print.

1. Individual Test Tickets and Summary Test Tickets contain login names and passwords for your examinees. Examinees will be handed this document in order to login to their test. Make certain that the name on the test session document matches the examinee.
2. Summary Test Tickets contain everything the proctor needs to administer the test. **These are very sensitive documents and must be kept secure at all times.**